

Official file
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INSTRUCTION NO.
LI 20-35

LI 20-35
PERSONNEL
9 January 1980

SUBJECT: Flexible Work Schedules

STAT REFERENCE:

1. The Deputy Director for Administration has granted approval for the Office of Logistics to experiment for 6 months with flexible work schedules. Flexible work schedules are authorized effective 28 January 1980 and the following rules apply.

a. Core time is the designated period during which all employees must be present. OL's core time is 9:30 a.m. to 3:30 p.m.

b. Flexible time is the designated period within which employees may choose their time of arrival at and departure from the work site, within limits consistent with the duties and requirements of their positions. OL's flexible periods are 7:00 to 9:30 a.m. and 3:30 to 6:00 p.m.

c. Essential staffing time is the designated period during which a minimum coverage level must be maintained. OL's essential hours are 8:30 a.m. to 5:00 p.m.

d. A flexitour/modified flexitour will be observed.

Flexitour

-- employee preselects starting time.
-- employee may select new schedule at time intervals provided by division/staff program.

Modified Flexitour

-- same as above but schedule may be modified with prior notification and approval of supervisor.

e. The basic workweek for full-time employees is 8 hours per day, 5 days per week, for a total of 40 hours.

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2. Division and staff chiefs are authorized to approve schedules within the 7:00 a.m. to 6:00 p.m. time period. Schedules outside these hours require approval of the D/L or DD/L, and approval will be granted only in exceptional cases. Night differential will not be authorized for "exceptional" schedules.

3. The Office of Logistics is required to submit an assessment report to the Director of Personnel Policy, Planning, and Management at the end of the 6-month period. Division/staff chiefs will monitor the overall effectiveness of the experiment in their areas and submit assessment reports to C/P&TS/OL by 30 July 1980.



STAT

Acting Director of Logistics

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SECRET

OL Official

Approved For Release 2003/08/20 : CIA-RDP83-00957R000100020045-7
ROUTING AND RECORD SHEET

SUBJECT: (Optional)

T-6 or M

FROM: James H. McDonald Director of Logistics [Redacted]		EXTENSION	NO.	
			OL 0 5123a	
		DATE	17 NOV 1980	
TO: (Officer designation, room number, and building)		DATE	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
		RECEIVED	FORWARDED	OFFICER'S INITIALS
1. EO/DDA 7D24 Headquarters				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15. Unclassified when removed from att.				

Attached per your request.

Signed: James H. McDonald

James H. McDonald
Director of Logistics

Attachment
Material for Transition -
Briefing Book

Distribution:

Orig & 1 - EO/DDA, w/att
1 - AEO/OL, w/att
 1 - OL Official, w/att
1 - D/L Chrono, w/att
1 - EO/OL Chrono, w/att

AEO/OL: [Redacted] (17 Nov 80)

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SECRET

OFFICE OF LOGISTICS

FUNCTIONS: The Director of Logistics is responsible for planning and implementing Agency logistics support; for the procurement, distribution, accountability, and disposition of Agency equipment, supplies, and real estate; for engineering services; for transportation of equipment and supplies; and for printing and mail and courier service.

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In more specific terms, the D/L is the senior Agency contracting officer for Agency-appropriated funds; operates a centralized procurement service; delegates contracting authority to decentralized research and development procurement teams;

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installations. In addition, he oversees the operation and maintenance of our facilities in the Metropolitan Washington Area as discharged by GSA; and he provides support to these facilities, including transportation, mail and courier services, and administrative supply operations. Logistics is also responsible for staffing and operating the Executive Dining Room and is the primary interface with Government Services, Inc., which operates the cafeterias at our various facilities. He conducts the Agency's worldwide supply system and operates supply depots. Supporting the above, liaison is conducted with the Department of Defense through the Joint Chiefs of Staff who provide interface with the Defense Supply Agency Quartermaster Corps, Naval Materiel Command, and others. Also operates a complete printing and graphics facility for the reproduction of intelligence reports, data, maps, films, etc., to serve the needs of the Agency.

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STRENGTH: as of 30 September 1980
 FY 1981 Authorization

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FY 80

FY 81

FUNDS: Logistics:
 SLUC:

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DIRECTOR: James H. McDonald

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S E C R E T

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Next 1 Page(s) In Document Exempt

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LIAISON WITH SENIOR OFFICIALS

AGENCY: General Services Administration

<u>DDA OFFICER</u>	<u>LIAISON CONTACT</u>	<u>PURPOSE</u>
James H. McDonald Director of Logistics	R. G. Freeman III Administrator Ray Kline Commissioner, Public Buildings Service	Relationships with Messrs. Freeman and Kline of the Central Office of GSA have been established to discuss highest executive-level policy with regard to GSA Federal role in provision, alteration, and disposal of real property, personal property, telecommunications, and automated data processing equipment services. Examples of this contact are the acquisition of [redacted] and the delegation of authority to lease office space up to 5,000 sq. ft. Under provisions of Public Buildings Act of 1949, the Federal Property and Administrative Services Act of 1959, and amendments thereto, the Agency is required to use GSA for acquisition of administrative properties or services within GSA's purview.
James H. McDonald Director of Logistics	Walter Kallaur Regional Administrator, Region 3 John Myers Regional Commissioner, Region 3	STAT Public Buildings Service for the GSA region supports the Washington, D. C. area. Both are contacted relatively frequently on policy matters relating to GSA services.

LIAISON WITH SENIOR OFFICIALS

AGENCY: GSA (Continued)

<u>DDA OFFICER</u>	<u>LIAISON CONTACT</u>	<u>PURPOSE</u>
James H. McDonald Director of Logistics	Herbert McCarthy Commissioner Federal Supply Service	GSA and OMB have imposed a moratorium on the purchase of furniture by all Government agencies. Controls have been established and meetings held to work out procedures and obtain waivers as necessary.

LIAISON WITH SENIOR OFFICIALS

AGENCY: Office of Management and Budget

<u>DDA OFFICER</u>	<u>LIAISON CONTACT</u>	<u>PURPOSE</u>
James H. McDonald Director of Logistics	Karen H. Williams Administrator for Federal Procurement Policy	Office of Federal Procurement Policy (OFPP) is concerned solely with Federal procurement matters. The Director of Logistics, as senior contracting officer for CIA, is, therefore, the liaison with that office. Further, the OFPP is involved with implementation of recom- mendations by the President's Commission on Government Procurement (COGP), imple- mentation of new Federal-wide procure- ment policies and procedures, and reporting. The current liaison with OFPP is a natural extension of that relationship.
	LeRoy Haugh Associate Administrator for Regulatory Policies and Practices	